

CITY OF FALCON HEIGHTS
Parks & Recreation Commission
City Hall
2077 West Larpenteur Avenue

AGENDA
June 3, 2024 at 6:30 P.M.

A. CALL TO ORDER:

B. ROLL CALL:

Jeff Yager _____ Mike Bradbury _____ Eric Brenton _____
Bob Haight _____ Tom Faust _____ Randi Lundell _____ Erin Williams _____

COUNCIL LIAISON:

James Wassenberg _____

STAFF PRESENT:

Kelly Nelson _____

C. PRESENTATION:

D. APPROVAL OF MINUTES:

1. May 6, 2024 – Parks and Recreation Meeting Minutes - Joint Meeting - Community
Engagement Commission

E. AGENDA:

1. Ice Cream Social 2024 Event
2. Curtiss Field Amenity Discussion
3. Fall Programming

F. INFORMATION/ANNOUNCEMENT

1. Recap 2024 Spring Together
2. Update on Grant Requests
3. Update on Summer Programming

G. ADJOURNMENT:

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CITY OF FALCON HEIGHTS

Joint Meeting

Parks & Recreation Commission
Community Engagement Commission

City Hall

2077 West Larpenteur Avenue

MINUTES

May 6, 2024 at 6:30 P.M.

A. CALL TO ORDER: 6:38 PM

B. ROLL CALL:

Jeff Yager_____ Mike Bradbury__X__ Eric Brenton__X__
Bob Haight__X__ Tom Faust__X__ Randi Lundell__X__ Erin Williams_____

Cooley-Kistler__X__ Ebbesen__X__ Lindstrom_____Stockford__X__
Wang__X__ Leighton_____ King _____

COUNCIL LIAISON:

James Wassenberg __X__

Melanie Leehy __X__

STAFF PRESENT:

Kelly Nelson__X__

Elke van der Werff __X__

C. PRESENTATION: N/A

D. APPROVAL OF MINUTES:

1. March 18, 2024 – Parks and Recreation Meeting Minutes - Joint Meeting - Community Engagement Commission
2. April 3, 2024 – Parks and Recreation Meeting Minutes - Joint Meeting - City Council Workshop

Brenton and Faust motion to approve the Park minutes; approved 5-0

E. AGENDA:

1. Spring Together 2024 Event

City Staff, Nelson, gives updates on which tasks has been completed and asks Commissioner Brenton if he was able to find all necessary equipment for open mic portion of event.

Brenton says that he has a PA, speakers and four microphones to bring for open mic. He recommends having a signup sheet that is first-come, first served.

Leehy asks if Brenton would be able to accommodate someone who brings an MP4 to play background music, for example.

Brenton says that will be fine! He says that we will need two outlets, surge protectors and extension cords.

The commissioners discuss how many tents and tables will be needed at the event and also discuss what shift they can cover.

The check in tent is where attendees receive their ticket for a free ice cream treat. The Parks and Rec Commission will have a table to gather feedback for a future Curtiss Field amenity at and to also promote free programming in the park this summer. CEC will have a table where attendees can view a neighborhood map and get nametags.

Haight asks if the apartments next to the park were notified.

van der Werff says that she notified apartment owners and asked them to share the information with residents.

2. Ice Cream Social 2024 Event

Nelson asks the commissioners if she can confirm the Finn Band to perform.

Lundell mentions MN Sings as a way to find a performer.

van der Werff says that maybe talent at Spring Together's open mic may lead to a performer for next year's Ice Cream Social.

Nelson and van der Werff talk about the possible locations for Spring Together. Community Park remains uncertain due to the demolition and construction timeline. If the event is held there, the building would not be usable due to not having electricity connected to it at that point. Another option is at City Hall. The challenge there is parking elsewhere and not having kids near Larpenteur Ave. A third possibility is to partner with Lauderdale, who will have their own City celebration the same night and they are also celebrating 75 years as a City.

Stockford says that even if demolition has not yet begun, the construction company may have equipment parked and areas fenced off. He thinks we should not consider the park as an option because of the uncertainty.

Bradbury says that this particular year, with both Cities celebrating 75 years and hosting events the same night, might be a good chance to partner.

Stockford mentions that the commissions discussed partnering with Lauderdale last year but can't recall the reason it didn't move forward.

Nelson says that she recalls that the commissioners were looking ahead to construction at Community Park and wanted one last year with the existing park building and the existing event before wanting to discuss partnering up.

Lundell says that this year is unique and would be a good time to test out a joint event.

Leehy suggests checking the City's insurance policy to make sure we would have coverage if held on non-Falcon Heights grounds.

Stockford mentions how Costco is supportive of community events and often makes donations.

Leehy suggests having a treasure hunt.

Commissioners prefer a joint event with Lauderdale. They advise Nelson to schedule a meeting to discuss this further and then ask to be provided with a meeting summary.

F. INFORMATION/ANNOUNCEMENT

1. Community Park Update

Nelson says that HCM Architects and WSB have a target date of May 10th to provide their design packages to Kraus-Anderson to prepare the work to go out for bids. Kraus-Anderson thought they would need about two weeks after that to get things ready on their end.

2. Summer Programming Update

Nelson has received some applications for summer staff. If the City is well-staffed for programming and if staff is able and willing to take on additional hours, then the City could add summer programming on Tuesday evenings.

G. ADJOURNMENT: 8:05 P.M.

Cooley-Kistler motions to adjourn the meeting;
Approved 9-0

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Meeting Date	June 3, 2024
Agenda Item	E1
Attachment	Task List and '23 Expenses
Submitted By	Kelly Nelson, Administrative Services Director

Item	Ice Cream Social
Description	The Ice Cream Social will be held on July 18. Various topics to begin discussing include: <ul style="list-style-type: none"> • Location • Update on the possibility of combining our event with Lauderdale's • Volunteer Sign Up
Budget Impact	TBD
Attachment(s)	Task list and previous expenses from 2023.
Action(s) Requested	Staff recommends commission members discuss the 2024 Ice Cream Social event.

2023 Ice Cream Social Summary

In 2022, the City handed out 360 pieces of ice cream.

In 2023, the City purchased 649 pieces of ice cream (only about 20 popsicles remained).

Expenses	Vendor/Artist	Budgeted	Actual
Tablecloths from Dollar Tree		25.00	0
Temporary Food License		60.00	\$60.00
369 pcs Ice Cream Treats	Costco	241.26	\$241.26
Addtl Ice Cream and Candy	Walmart	200.00	\$101.23
Banner for Park Purchase	StickersandBanners.com	100	67.33
Bleach Strips and Freezer Thermometer	Amazon	300	15.00
Name Badges from Staples		40	19.78
Ice from Costco		15	5.00
Handwashing Station Rentals		300	
Portable Bathroom Rentals		600	
The Finn Band		500	500.00
Date Stickers for Banners	Signarama	50	50.00
Carnival Prizes and Tablecloths	Amazon	200	221.30
Dum Dum suckers 200 ct.	Cub	13	10.73
Bleach			
Backup Bottled Water (if Sheriff ran out; not needed)			
TOTAL EXPENSE		\$2,619.26	1,291.63

RESOURCE FAIR PARTICPANTS

Ramsey County Master Gardeners
 Saint Anthony Park Healthy Seniors

Gibbs Farm
Como Park Block Nurse
Bell Museum
The Falcon Heights Church
City of Falcon Heights (2 tables)
League of Women Voters
Be SMART
The Good Acre
Falcon Heights-Lauderdale Lions Club
Ramsey County Sheriff's Office
Saint Paul Fire Department
Ramsey County Environmental Health

ICS 2024

TASK	Person Responsible	Date Needed	SPECIAL INSTRUCTIONS	DATE COMPLETED
Contact Resource Fair Organizations	Kelly	May-June		Done
Save the Date- Social Media & Newsletter		May		
Posters		June		
Contact/Reserve Band	Kelly	June		Done
Reserve Bouncy Castle		June	Have not done this in years	N/A
Work with CEC on outreach to apartments		June		
Order craft/activity supplies- Face painting, rocks, brushes, jellybeans, hand tattoos, etc.		June		
Confirm/order porta potties, hand washing stations	Colin	June		
Banner at Community Park		June		
Contact Saint Paul Fire Department/Ramsey County Sheriff	Kelly	June		3/19/24
Schedule staff & volunteers		July		
Order Ice Cream products & Bottled water		July- before temp food license		
Temporary Food License	Kelly	July		
Order hand sanitizers – resource fair area, ice cream area				
Talk to Colin about freezer in park building				
Set up the tent – rent any others?		July 17 or morning of		
Confirm organizations @ resource fair		July		
Make table signs & directory for resource fair		July	Still need to make signs	
Prep craft/activity supplies		July		
Inform Public Works of supplies needed/set up at Community Park		July	Set up tables, garbage/recycling locations	
Trash/recycling set up near ice cream				

Pick up ice cream/water				
Prep Name tag supplies for volunteers, attendees		July		
Reserve Recycling / Scrap Food Containers w/ Roseville PW	Kelly	April		Done on 3/19/24. Confirmed for pickup on 7/17 and dropped off on 7/22.
Create volunteer sign-up		July		

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Meeting Date	June 3, 2024
Agenda Item	E1
Attachment	Residents' Responses
Submitted By	Kelly Nelson, Administrative Services Director

Item	Curtiss Field Amenity
Description	\$5,000 was added to the 2024 Budget so that a future amenity could be added at Curtiss Field. Residents were surveyed at Spring Together and can be surveyed again at Ice Cream Social. Commissioners should just review the initial responses to begin discussing next steps.
Budget Impact	TBD
Attachment(s)	Residents' responses from Spring Together
Action(s) Requested	Staff recommends commission members discuss the responses received so far and the next steps.

At Spring Together on May 18th, residents were asked which amenity they'd like to see added at Curtiss Field. The following are responses that were submitted.

Water fountain

Bathrooms

Splash pad

Splash pad

Splash pad

Splash pad

Splash pad

Zipline

Pickleball court

A sidewalk connecting Iowa Avenue to the sidewalk around the park.

Cats

A pool

Another large tree

More shade

Shade structure

Pollinator plants

Pollinator-friendly plants

Pollinator garden

Community garden

A new garden

A bench

Snowplow help

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Meeting Date	June 3, 2024
Agenda Item	E3
Attachment	
Submitted By	Kelly Nelson Administrative Services Director

Item	2024 Fall Programming
Description	Due to deteriorating facilities, low enrollment numbers and staffing issues over the past few years, the City cut back on some of its recent summer programming and took a wait and see approach in terms of making a decision regarding fall programming. 2023 summer programming continued to be a challenge and the Parks and Rec commission opted not to offer fall programming due to not having seasonal staff available. Staff would like to discuss and make a decision regarding fall programming for 2024.
Budget Impact	N/A
Attachment(s)	
Action(s) Requested	Determine fall programming so that a 2024 Programming Guide can be created and published in the City's fall newsletter to be mailed to residents in late summer.